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e. Chief of Support, GS-12 [REDACTED] - The Board recommended approval of the request for extension of tour for one year (to April 1960) [REDACTED] GS-11, SD:SP.

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f. [REDACTED]  
SD:SP [REDACTED] It was recommended that action on this assignment be deferred until the Medical Staff has approved him for this assignment.

4. The Board recommended approval of the following persons as members of the Fourth Competitive Promotion Panel of the Administration Career Board:

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5. The members of the Board reviewed for information the Schedule of Rotation of Support Personnel in Overseas Positions. Each of the major support elements with personnel in overseas assignments was requested to submit the rotation dates of their overseas personnel and a composite report was made from these individual reports. The purpose of this survey was to ascertain if there was a sufficient number of support personnel leaving any base or station at approximately the same time to jeopardize the support functions of the installation. The Working Committee of the SA Board was requested to review this report and make recommendations as to which personnel should have their tours changed to provide sufficient continuity of the support functions, and, also, what system should be adopted to ensure that the future rotation dates of support personnel are scheduled so that the continuity of the support activities are maintained.

6. In the absence of the Director of Training, the Executive Secretary presented the request from the Office of Training for an experienced Administrative Officer to be detailed to that Office for a period of approximately six months. The purpose of this detail would be to assist in the revising of the Operations Support Course or to initiate a new course for senior support officers. It is possible that this new or revised course might be used to satisfy the training requirements now fulfilled by the Operations Familiarization Course. The Board recommended that the Executive Secretary work with the Director of Training and attempt to work out a satisfactory candidate for this detail. It was further recommended that the following people be discussed with Colonel Baird for this assignment:

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EYES ONLY


7. The Chairman of the Board presented the following tentative assignments as ones which the SA Board might be called upon to furnish a qualified candidate on a short notice:

a. A senior general support type for an indefinite TDY assignment

b. An experienced Administrative Officer for an indefinite period of time to work with the Flexowriter Task Force;


c. An Administrative Officer, with sufficient Agency experience and the writing ability and personality, to be assigned as Chief of the Regulations Control Staff in the Office of the Deputy Director (Support).

8. The Meeting adjourned at 1155 hours.

  
Executive Secretary  
Administration Career Board

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The above recommendations and conclusions of the Administration Career Board are approved.

  
H. GATES LLOYD  
Acting Deputy Director  
(Support)

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EYES ONLY  
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